Prepared By: EA Engineering, Science, and Technology, Inc.
Final Prepared: 12/6/10

GUDE LANDFILL REMEDIATION

GLCC/DEP MEETING NO. 12

DATE: September 15, 2010
TIME: 7:30 PM to 9:00 PM
LOCATION: Montgomery County Transfer Station

ATTENDANCE:

Name	Organization	Designation
Bob Day	Gude Landfill Concerned Citizens (GLCC)	Member
Laszlo Harsanyi	Gude Landfill Concerned Citizens (GLCC)	Member
Nick Radonic	Gude Landfill Concerned Citizens (GLCC)	Member
Julia Tillery	Gude Landfill Concerned Citizens (GLCC)	Member
Bob Hoyt	Montgomery County Dept. of Env. Protection (DEP)	Director
Peter Karasik	Montgomery County Dept. of Env. Protection (DEP)	Section Chief
Steve Lezinski	Montgomery County Dept. of Env. Protection (DEP)	Engineer III
John Kumm	EA Engineering, Science, and Technology, Inc	DEP Consultant
Barb Roeper	EA Engineering, Science, and Technology, Inc.	DEP Consultant
Cynthia Cheatwood	EA Engineering, Science, and Technology, Inc.	DEP Consultant

The Meeting Agenda is included as Attachment 1.
Contact information for attendees is included as Attachment 2.
Other Attachments are referenced within the text.

MINUTES:

1) Steve Lezinski of DEP requested approval of the minutes from GLCC/DEP Meeting No. 11 (August 12, 2010). Julia Tillery of GLCC requested additional time to review Item #4 concerning dioxin/furan emissions from the flare and engine. DEP agreed to keep the minutes open pending Julia's comments.

2) Steve Lezinski confirmed that the Remediation Webpage had been recently updated and now includes links to prior meeting minutes, the Nature and Extent Study Plan, and recent sampling data.

3) John Kumm, Barb Roeper, and Cynthia Cheatwood of EA presented a preliminary summary of the recent groundwater monitoring well construction; groundwater, surface water, and soil sample collection; data analysis; and risk evaluation. The summary, provided in Attachment 3, was distributed to meeting attendees. Key findings were as follows:
   - In general, the analytical results were consistent with historical data. Few MCL exceedances

were reported in the samples collected within the Derwood Station community.

- Based on groundwater elevations measured in the existing and new groundwater monitoring wells, the regional flow direction of groundwater is from the northwest to southeast, as expected. In addition, local radial flow components were noted.
- A human health and ecological risk screening evaluation was performed and revealed no areas of concern for either human health or ecological risk for all complete exposure pathways.

4) Bob Day of GLCC asked about the apparent contradiction between a reference to increasing groundwater concentrations in wells along the landfill's border with Derwood Station in the Study Plan, and the general easterly flow of groundwater. Barb Roeper explained that the presence of the landfill creates some groundwater flow outward in all directions, but the predominant aggregate flow direction is to the east.

5) GLCC asked EA if there was now sufficient data to fully characterize the (contaminant) plume and recommend a remedial action that will be "guaranteed" to prevent further risk to the Community. EA stated that the Conceptual Site Model would be described and illustrated in the Nature and Extent Study Report, but that the summary of results being presented is a "snapshot" of subsurface conditions based on limited sampling and analysis. Hydrogeologic conditions, including the level of precipitation infiltration, the groundwater flow, the amount of waste in the groundwater; and the rates of natural attenuation (degradation) of pollutants all vary with time and affect the distribution and concentration of contaminants. Recommendations for remedial action will be based on the available data, on scientific and engineering judgment, and on experience gained at other similar sites. Prediction of the performance of a particular remedial action alternative is based largely on prior experience in similar situations but must always be assessed by post-remedial action monitoring.

6) Bob Day commented that if there are no human health and ecological risk concerns, the discussion about remediation options should focus on compatibility with a desired end use for the site.

7) Julia Tillery asked about anticipated variation in contaminant levels in subsequent groundwater samples that might be caused by seasonal weather variations. Peter Karasik suggested the risk screening methodology could be used to back-calculate concentrations that would correspond to a risk concern to provide an upper bound for reference. Cynthia Cheatwood confirmed that EA could do this.

8) Laszlo Harsanyi of GLCC asked about subsequent groundwater sampling. Steve Lezinski stated that the next DEP semi-annual sampling was about to begin and that semi-annual groundwater sampling would proceed into the foreseeable future.

9) Nick Radonic of GLCC asked about how the process of presenting the Nature and Extent Study and remediation recommendations to MDE would be managed. Steve Lezinski stated that DEP would submit the Nature and Extent Study Report to MDE, along with a feasibility memorandum being prepared by EA to MDE by the end of October. A meeting to discuss these materials with MDE would most likely follow that submittal.

10) DEP and GLCC agreed that certain possible remedial actions could preclude certain end use options. The process of evaluating remedial actions and end use options is an interdependent one at this stage of the site evaluation.

11) Steve Lezinski agreed and pointed out that once MDE makes a decision about the required remedial action and the County concurs, the clock on implementing the remedial action will start regardless or not if a preferred land end use is chosen at that time.

12) Bob Hoyt of DEP discussed the concept of the County issuing a Request for Expression of Interest (REOI) as a means of gathering information about which end-use options might be commercially attractive to developers. Bob provided a copy of the REOI used by the Northeast Maryland Waste Disposal Authority to solicit interest in developing a renewable energy park in Annapolis (provided in Attachment 4) as an example. Bob emphasized that such a document for Gude could be open to selected or all possible end use options, and would not have to include a renewable energy park.

13) GLCC voiced concerns with the REOI process with respect to end use potentially being influenced by political agendas or other more powerful stakeholders such as private developers. Bob Hoyt emphasized that using an REOI approach would not reduce GLCC's influence over the process – it would simply provide them with more options to consider.

    Bob Hoyt confirmed that although the County Council would have final authority over end use options and committing funds, GLCC will have full access to the process to comment on and influence the decision.

14) Bob Hoyt confirmed that since the County Master Plan still calls for Gude Landfill to be a park after closure, the Master Plan may have to be changed, if a park was not the chosen end use.

15) Peter Karasik of DEP reminded everyone that landfill post closure maintenance, including landfill gas management, stormwater management, leachate seep repairs, leachate pumping, and cover system repairs, are currently continuing and will continue for an indefinite amount of time into the future. .

16) Peter Karasik advised GLCC that in addition to completing management of storm damage debris from last winter at the concrete pad at the landfill, the County would soon begin Fall leaf pickup operations. This includes the temporary storage and transfer operations at the landfill prior to transporting the leaves to the Dickerson Composting Facility. This operation has occurred at the landfill for the past 13-15 years. DEP is working with MDE on updating the Transfer Station Operations Plan to specifically address temporary storm debris and leaf management operations at auxiliary sites, such as the Gude Landfill.

17) Peter Karasik briefly explained the Capital Investment Readiness Evaluation form, which is included as Attachment 5 (with a revised remediation schedule and preliminary budget estimate). Prior to the County specifically allocating funds for any capital improvement project, the using Department must complete an internal evaluation to assess the viability and compatibility of the

project, including budget considerations.

18) Steve Lezinski proposed that Action Items 10-01 and 11-01 be closed. GLCC concurred.

19) The next DEP/GLCC meeting is scheduled for Thursday, October 14, 2010.

Action and Follow-up Items

5-01 DEP and EA to research the existence of a comprehensive database for closed landfill reuse options.
Status: Closed. EA provided a list of landfill reuse resources, which was attached to the minutes for Meeting No. 7.

5-02 GLCC to schedule next Derwood Community Meeting; second quarter 2010.
Status: Closed. GLCC noted that the Community will continue to be welcome at the monthly meetings, and these will be included in the DEP letter to the HOAs and the residents. Therefore, GLCC does not plan to schedule another community meeting at this time.

5-03 DEP to contact MDE regarding the spring and northwest slope surface water sampling, and leachate seep repairs on northwest slope.
Status: Closed. DEP and MDE met on December 21, 2009 and discussed these issues. The outcome was summarized in Attachment No. 4 of the Meeting No. 7 minutes.

5-04 DEP to post the recent aerial survey of the Gude Landfill on the remediation project website.
Status: Closed. The image has been posted on the website.

5-05 DEP to evaluate if Biochemical and Chemical Oxygen Demand (BOD/COD) can be included for analysis purposes in surface water samples.
Status: Closed. After further discussion, GLCC agreed that BOD sampling would not be conducted, since it would be difficult to discern whether the results were affected by the landfill. DEP agreed to collect samples for COD analysis. The objectives and plan for COD sampling was and agreed to between DEP and GLCC.

5-06 DEP to reschedule the dioxin/furan testing of the Gude Landfill gas-to-energy engine.
Status: Closed. The testing was conducted in early March 2010 but the results have not yet been reported.

5-07 EA to provide a list of the chemical analytes that were detected in the Gude Landfill groundwater/surface water sampling that are carcinogens.
Status: Closed. EA provided a summary of risk and carcinogenic effects for chemical analytes, which is included as Attachment No. 6 to the Meeting No. 7 minutes.

6-01 DEP and EA to create a list of open agenda items (i.e., action and follow-up items).
Status: Closed. This list is included in the meeting minutes and will be carried into subsequent minutes.

6-02 DEP and EA to finalize more precise locations of the new monitoring wells. Follow-up work with permitting agencies, utility locators, and adjoining property owners will be conducted.
Status: Closed. Additional location information finalized.

6-03 GLCC/DEP/EA to finalize an approach to communicate all aspects of the expanded monitoring well program to the Derwood Community.
Status: Closed. Initial letters to be sent to the HOAs, with follow-up letters to residents in the immediate area of proposed intrusive activities.

7-01 DEP to complete interim measures for leachate redirection at seep locations.
Status: Closed. Completed May/June 2010.

7-02 DEP to finalize and send letter to HOAs regarding the landfill remediation project and proposed groundwater monitoring well locations within the Community.
Status: Closed. DEP prepared the Community notification letter dated 2-26-10 for distribution to the residents via the HOA presidents.

7-03 DEP to obtain dioxin/furan test results for flare and engine.
Status: Closed. Results provided to GLCC June 2010.

8-01 EA will provide DEP with a full version of the Draft Study Plan as a PDF for posting on the website and an abbreviated PDF version for distribution to GLCC members.
Status: Closed. Received by County on August 6, 2010. County to post on remediation webpage.

8-02 GLCC will distribute the DEP Community Letter in a special edition of each of the three HOA newsletters, both by e-mail and standard mail, by the end of March.
Status: Closed.

9-01 DEP and EA will provide a list of milestones and dates to include as a schedule update with minutes from each meeting.
Status: Closed.

9-02 DEP and EA will identify special instructions for residents and the driller to be used during the actual well drilling for inclusion in the individual resident notification letters.
Status: Closed. Completed June 2010.

10-1 EA will prepare a Maryland Toxic Air Pollutant regulation compliance demonstration for dioxin/furan emissions from the flares and engines at Oaks and Gude.
Status: Closed. DEP will post on the Remediation webpage.

10-2 GLCC will meet independently on June 20, 2010 to discuss the process of early integration of end use objectives into the corrective action planning process and will propose a pathway and procedure to DEP at the July 8, 2010 DEP/GLCC meeting.

Status: Closed. During Meeting No. 11, GLCC provided the County guidance on preferred end uses from the Community for the Gude Landfill site.

11-1 GLCC requested Bob Hoyt, Director of DEP to attend the next GLCC/DEP monthly meeting on September 15, 2010 to discuss the Request for Expression of Interest (REOI).
Status: Closed.

11-2 GLCC inquired if the County had investigated the potential for a Brownfields Grant for the Remediation/Land Reuse project. The County has not to date.
Status: Open

New Action and Follow-up Items

12-1 Using the risk evaluation methodology, EA will back calculate contaminant concentrations that would represent a human risk concern.
Status: Open

The above summation is the writer's interpretation of the items discussed at the meeting. Comments involving differences in understanding of any of the meeting items will be received for a period of thirty (30) days from the date of these meeting minutes. Clarifications will be made, as deemed necessary. If no comments are received within the specified time period, the minutes will remain as written.

ATTACHMENT 1

Gude Landfill Remediation
Gude Landfill Concerned Citizens
Monthly Meeting No. 12

Meeting Agenda

1. **Review and Approval of GLCC/DEP Meeting Minutes (Meeting No. 11)**

2. **Nature and Extent Study**
   a. Groundwater, Surface Water and Soil Monitoring (EA) – See Summary Handout
      - Sampling Results – Existing Landfill Wells
      - Sampling Results – New Landfill Wells
      - Sampling Results – New Community Wells
      - Groundwater Contour Map
   b. Risk Evaluation Results
   c. Draft Nature and Extent Study – Early October 2010
   d. Final Nature and Extent Study – End October 2010
   e. Remediation – County Internal Preliminary Cost Estimate and Schedule

3. **Request for Expression of Interest (REOI)**
   a. County Solicitation process and purpose
   b. City of Annapolis REOI (Example)
   c. County Solicitation activities to date
   d. County Solicitation schedule

4. **Current Gude Landfill Operations**
   a. Post Closure Care Maintenance – On going site activities (landfill gas management, stormwater management, leachate seep repairs, leachate pumping, cover system repairs, etc.)

5. **Next Meeting/Action Items**
   a. To Close
      - 10-1 – Final Dioxin/Furan Report received from EA on 9/15/10. County will post on the remediation webpage.
      - 11-1 – GLCC requested Bob Hoyt to attend 9/15/10 meeting
   b. New Actions Items from Meeting
      -
      -
      -

ATTACHMENT 2

4e

Date	September 15, 2010	Meeting No. 12
Time	7:30 -9:00 PM	
Meeting	Gude Landfill Remediation: GLCC/DEP	

Name	Affiliation	Phone	Email	Address
Stephen T. Lezinski	DEP	240-777-6590	steve.Lezinski@montgomerycountymd.gov	16101 Frederick Rd Derwood MD 20855
Barb Roeper	EA	410.771.4950	broeper@eaest.com	15 Loveton Circle Sparks, MD 21152
John Kunsm	EA	410-329-5411	jkunsm@eaest.com	15 Loveton Circle Sparks, MD 21152
Cynthia Cheatwood	EA	410 329-5154	ccheatwood@eaest.com	15 Loveton Circle Sparks, MD
Bob Hoyt	DEP	240 777 7781	bob.hoyt@montgomerycountymd.gov	255 Rockville Pike 20850
Peter Karasik	DEP	240-777-6569	peter.karasik "	16101 Frederick Rd. Derwood, MD 20855
LASZLO HARSANYI	DSHOA2	301-840-3822	LASZLOH@COMCAST.NET	7228 TITONKA WAY DERWOOD MD 20855
Nick Radoic	DSS HOA	301-294-9124		
Julia Tillery	— GLCC			
Bob Ply	— GLCC			

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ATTACHMENT 3

Gude Landfill Nature and Extent Study
Summary of Groundwater, Surface Water and Soil Sampling Methodology and Results
14 September 2010

Sampling Methodology

- Permitting for new monitoring wells: May 3 – May 28, 2010
  Drilling, installation and development of new monitoring wells: June 3 – July 16, 2010
  Full round (new and existing wells) of groundwater sampling: July 26 – August 2, 2010

- During completion of the monitoring well boreholes, soil sampling was conducted via continuous split-spoon samples. One sample from each of the 16 new monitoring well borings was submitted for laboratory analysis.

- Following installation and development of the wells, groundwater sampling was conducted at the 16 new monitoring wells and 20 existing monitoring wells.

- Ten surface water samples, including five existing surface water sampling locations and five new surface water sampling locations, were collected from offsite streams around the perimeter of the Landfill.

- Eleven surface soil samples were collected to assess the surface soil along the Derwood Station South property boundary, in the northern portion of the site, near the men's shelter, and near the model airplane flying area.

Sampling Results

- Reported concentrations in subsurface soil samples generally did not exceed Maryland Department of the Environment (MDE) residential soil cleanup standards other than metals, which were consistent with background levels published by MDE (*State of Maryland, Department of the Environment, Cleanup Standards for Soil and Groundwater*, June 2008). Polychlorinated biphenyls (PCB) were reported in concentrations exceeding the residential cleanup standard in MW-4; however, the risk evaluation indicates no human health concerns for contact with subsurface soil at this location and other subsurface soil sampling locations.

- The reported concentrations in groundwater samples that exceeded U.S. Environmental Protection Agency (EPA) Maximum Contaminant Levels (MCL) were consistent with historical concentrations from existing wells.

- MCL exceedences were reported in groundwater samples from the following new wells:
  - MW-6 – vinyl chloride
  - MW-7 – vinyl chloride
  - MW-9 – chromium, tetrachloroethene (PCE)

  - MW-13A – 1,2-dichloropropane, cis-1,2-dichloroethene, methylene chloride, PCE, trichloroethene (TCE), vinyl chloride
  - MW-13B – 1,2-dichloropropane, benzene, cis-1,2-dichloroethene, methylene chloride, PCE, TCE, vinyl chloride

- MCL exceedences in the new wells are consistent with historical data from nearby existing wells with the exception of : chromium (MCL exceedence in MW-9) and methylene chloride (MCL exceedences in MW-13A and MW-13B).

- Reported concentrations in surface water samples generally did not exceed the MDE residential groundwater cleanup standard. The reported concentration of cobalt exceeded the residential cleanup standard at SW-3; however, the risk evaluation indicates no human health concerns for contact with surface water at this location and other surface water sampling locations.

- Reported concentrations in surface soil samples generally did not exceed the residential soil cleanup standards other than metals, which were consistent with background levels published by MDE. The reported concentration of PCBs exceeded the residential cleanup standard at SS-3; however, the risk evaluation indicates no human health concerns for contact with surface soil at this location and other surface soil sampling locations.

- Groundwater elevation data collected during the sampling event indicates an easterly flow direction with flow components to the northeast in the northeast portion of the site and to the southeast in the southeast portion of the site. A minor radial flow component to the north was noted along the northwest landfill boundary, in the vicinity of MW-7 and MW-8. There is an inferred groundwater divide along the eastern property boundary (near airplane park).

Human Health Risk Screening Methodology

- For soil (surface and subsurface), the maximum detected concentrations of detected chemicals were compared to the MDE Residential and Non-Residential Cleanup Standards for Soil.

- The MDE Residential Cleanup Standards for Soil evaluate exposures for people who will potentially live at the site. These criteria utilize a conservative risk screening for residents within the Derwood Station development, whose use of the site would be limited to recreational purposes.

- The MDE Non-Residential Cleanup Standard for Soil evaluates exposures for potential site workers (e.g., County employees or contractors) who maintain the facility or perform other functions. These criteria apply to full-time workers who work at the site year round.

- For groundwater and surface water, the maximum detected concentrations of detected chemicals were compared to the MDE Cleanup Standards for groundwater. These criteria assume groundwater is used as a potable water supply. Note that there is no potable water supply well in the vicinity of the Gude Landfill or Derwood Station Community.
- The MDE Cleanup Standards for groundwater are a conservative risk screen for surface water because exposure to surface water is significantly less than a potable water supply.

Human Health Risk Screening Results

- Groundwater samples – detected concentrations represent a potential human health concern if used as a potable water supply.

- Groundwater samples – detected volatile organic compound (VOC) concentrations in the Derwood Station monitoring wells do not represent a human health concern from indoor air (vapor intrusion) inhalation.

- Surface water samples - detected concentrations do not present human health concerns for contact with surface water.

- Surface and subsurface soil detected concentrations are consistent with MDE-published background levels.

- Surface soil - detected concentrations do not present human health concerns for contact with surface soil.

- Subsurface Soil samples - detected concentrations do not present human health concerns for contact with subsurface soil.

Ecological Risk Screening Methodology

- Ecological receptors could be exposed to two media samples at Gude Landfill, surface soil and surface water. These are the media for which risk screening was performed.

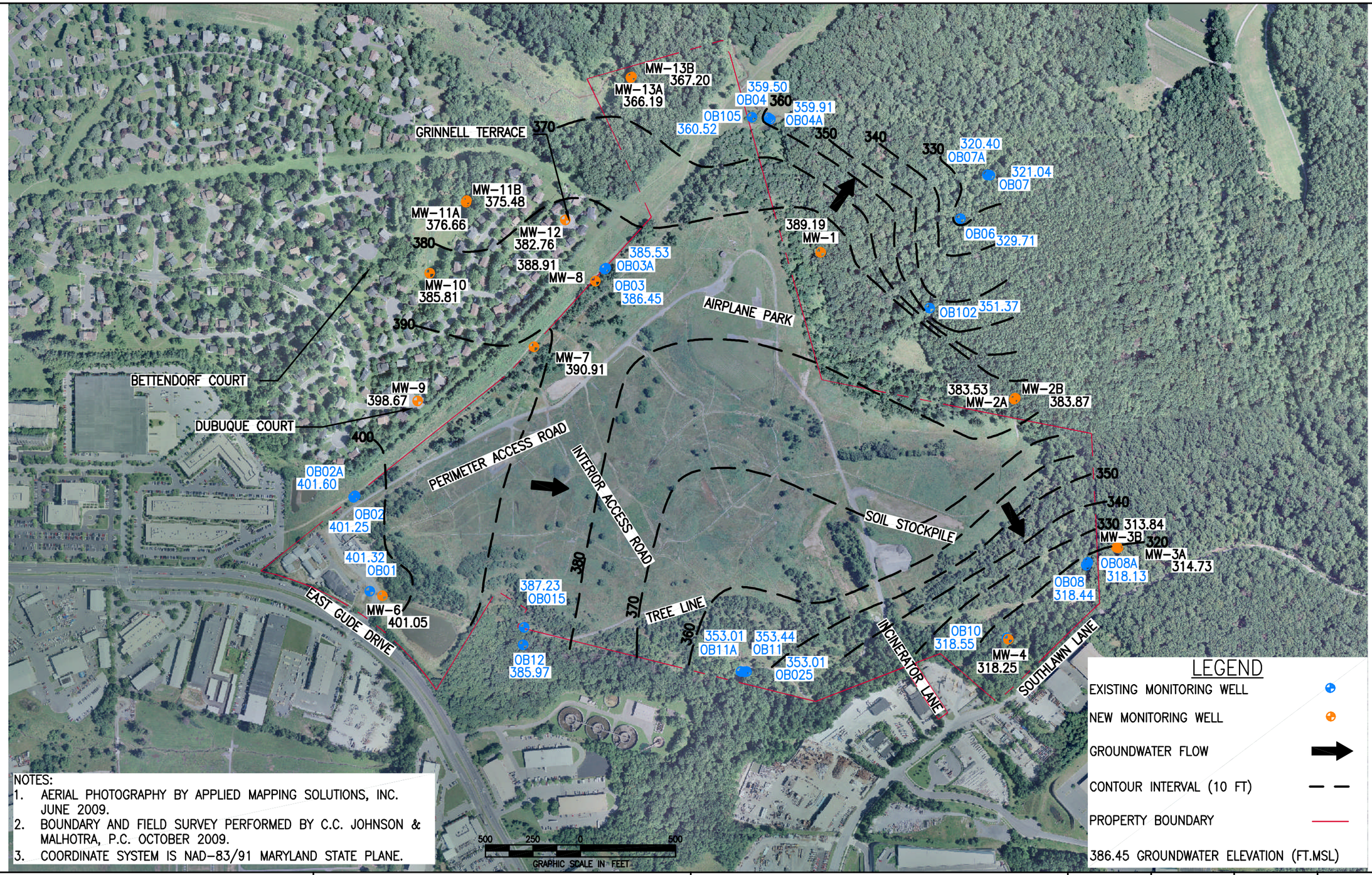
- For surface soil the maximum detected concentrations of detected chemicals were compared to the USEPA EcoSSL (Ecological Soil Screening Levels) for the protection of ecological receptors (birds, mammals, plants, and soil invertebrates) that live in or on soil from chronic effects to reproduction or growth.

- For surface water, the maximum detected concentrations of detected chemicals were compared to USEPA Region 3 Biological Technical Advisory Group (BTAG) ecological screening values. These values are consistent with MDE water quality standards. These screening values are used for the protection of ecological organisms that live in surface water from long-term chronic effects.

Ecological Risk Screening Results

- Surface Soil samples – Seven metals (Cr, Co, Cu, Pb, Ni, V, Zn) and High molecular weight Polycyclic Aromatic Hydrocarbons (HPAH, defined as PAHs with 4 or more rings) had site concentrations that exceeded the EcoSSL screening values. The measured concentrations tend to be consistent in all surface soil samples across the whole site, particularly for the seven metals. The consistency of metal concentrations across the site is indicative of background levels. Populations of organisms exposed to this soil are not at risk because of the ability for ecological organisms to adapt to a variety of conditions.

- Surface Water samples – The only reported concentration that exceeded USEPA Region 3 BTAG screening values was cobalt (SW-3). The cobalt concentration detected in SW-3 is within 40 micrograms per liter of the screening value and is the only compound detected over the screening value in ten surface water samples. Consequently it is not expected that ecological receptors are at risk from exposure to cobalt, or any of the reported concentrations detected in surface water.



NOTES:
1. AERIAL PHOTOGRAPHY BY APPLIED MAPPING SOLUTIONS, INC. JUNE 2009.
2. BOUNDARY AND FIELD SURVEY PERFORMED BY C.C. JOHNSON & MALHOTRA, P.C. OCTOBER 2009.
3. COORDINATE SYSTEM IS NAD-83/91 MARYLAND STATE PLANE.

EA ENGINEERING, SCIENCE, AND TECHNOLOGY

GUDE LANDFILL
MONTGOMERY COUNTY, MARYLAND

DRAFT
CONTOURED GROUNDWATER ELEVATION MAP
DATA DATES: JULY 26-AUGUST 2, 2010

DESIGNED BY	DRAWN BY	DATE	PROJECT NO.
PL	JP	SEPT. 2010	62196.08
CHECKED BY	PROJECT MGR.	DRAWING NO.	FIGURE
BR	JK		

FILE PATH: Q:\PROJECTS\6219608 GUDE PHASE 1\GROUNDWATER\GWFIGURE CONTOURS_.DWG [FIG 4-1] 9/8/10

ATTACHMENT 4

v-03.26.09

SOLICITATION
OF
INTEREST

TO DEVELOP THE

ANNAPOLIS RENEWABLE ENERGY PARK
("AREP")

ON LAND OWNED BY THE CITY OF ANNAPOLIS, MARYLAND

March 27, 2009

Executive Summary

The Northeast Maryland Waste Disposal Authority ("Authority") is issuing this Solicitation of Interest ("SOI") on behalf of the City of Annapolis, Maryland ("City"). The required form and content of the Expressions of Interest ("Responses") are included in this SOI. The Authority intends to assign any proposals resulting from this SOI to the City or to the Maryland Environmental Service ("MES") at the City's direction. The City is seeking a development partner ("Developer") to join it in a public-private partnership for the development of the Annapolis Renewable Energy Park ("AREP") using the for profit practical application of alternative fuels and renewable energy generation on a 500-acre parcel owned by the City in Anne Arundel County, Maryland. This site includes two closed landfills. The site is bordered by Route 97 and Route 50. The site is served by state roads.

The public-private partnership will be embodied in a long-term lease between the City and the Developer giving the Developer exclusive rights to implement approved energy generation projects in return for an annual lease and/or revenue share payments to the City. The lease agreement will also spell out the responsibilities of the City and the Developer for developing, implementing, operating and managing all other aspects of the AREP.

The goal of the AREP is to generate as much renewable energy as is practical but at a minimum in an amount equal to 100% of the amount of electricity consumed within the City, estimated between 12 and 18 megawatts. An additional objective for the AREP is to provide a showcase for the practical application of a wide variety of benign renewable energy and energy conservation technologies available to residents, businesses, and institutions. The project will include renewable energy job training, educational activities, exhibits, demonstrations, professional conferences and seminars. As a separate, independent component, the renewable energy uses of the site will be complemented by environmental facilities (garden/arboretum), and recreation projects to round out the multiple purposes intended for the park.

The Authority is issuing this SOI to potential Developers ("Responders") who will join the City in the planning, implementation and management of the AREP. The selected Developer is expected to develop a master plan for the site in conjunction with the City, develop a management and financial plan for implementing the AREP on a self-sustaining basis, implement commercial revenue-generating alternative fuel and renewable energy projects, manage the design, construction and operation of all renewable energy projects, and underwrite the educational programs for the AREP.

The selected Responder, or team, must be experienced in the planning, financing, development, design, construction and operations of a wide variety of energy generation and conservation projects, including knowledge of renewable energy technologies such as solar (photovoltaic and thermal), biomass conversion, biofuel, energy storage, geothermal, small hydro, landfill gas, wind and others. The AREP is intended to be as much a showcase for the Developer as for the City.

The garden/arboretum/education center is separate from the AREP Response and will be managed by a separate entity. The purpose is to highlight the compatibility of sitting renewable energy generation with other desirable publicly accessible facilities. Various energy producers and AREP participants will be expected to assist with supporting both the development and financing of the program.

Responders should present a conceptual plan for completing the tasks in the Scope (Section II) in their Response (letter of interest).

The Authority anticipates that the City's consultant, GBB Inc., and other state and local agencies will participate in the development of the project through the response review process and permit approval process.

A non-refundable evaluation payment, payable to the City of Annapolis, in the amount of $1,000.00, is due with the Response. The City will use the funds collected to offset costs of evaluation of the responses and negotiating the Lease. Responses that do not include this payment will be rejected.

Robin Davidov, Executive Director
Northeast Maryland Waste Disposal Authority

Responses Due Date:	**May 26, 2009**
Response Due Time:	**12 PM**
Response Delivery Location:	**Public Works Administration** **145 Gorman Street, 2nd floor** **Annapolis, Maryland 21401** **Attn: AREP**
Response Instructions:	**See Part V**

Part I – Background Information

The City owns a 500 + acre property just outside its borders in Anne Arundel County that in previous times, till approximately 1922 but no longer, served as part of a surface water supply system and a wood source for fuel to power its water-supply pumps. The site is bounded by Route 50 and Defense Highway to the south, Route 50 to the West and Generals Highway to the East. (See location map in Exhibit 1.). The site is served by state roads. The former water supply system consists of a 20 +-acre impoundment reservoir, two small dams, one still in operation, a historic brick building and a wood residential building. The site was also used as the City's landfill on 100 acres of the site until 1992 when it was closed and capped. (See Exhibit 2 for site map.). At a portion of its western border, the site contains a small old, 1950 era closed non-city landfill. Much of the reminder of the site is hilly, rugged and covered with second-growth forest. See Exhibit 3 for a summary of wood waste available in the region.

Currently, the site contains several wells supplying water from various aquifers to the nearby City water plant. Other portions are used for limited recreation restricted access. The closed landfill generates landfill gas, which is currently being collected and flared on-site. The City landfill has been settling for 16 years, and so is near to its final contours (see Exhibit 4 for on the landfill closure plan). The site also houses the City's current water treatment plant near the southeast corner, a small yard waste/waste wood processing operation on the western portion of the site, and a single-family home that the City currently rents to private individuals. Electricity is supplied to the site through two feeds, one above ground and the other underground both from the same Bestgate Road substation.

The City's vision for the site is to turn it into a for profit showcase of alternative fuel and renewable energy opportunities in partnership with a private developer – the Annapolis Renewable energy Park ("AREP"). The desire is to maximize commercially viable renewable energy generation encourage energy job training, provide education/academic programs and demonstrate benign sitting of generation facilities. The City's goal is to produce as much marketable energy as possible but at a minimum an amount equivalent to offset 100% of the 12-18 megawatts of electricity all City, public and private, sources use with renewable energy generated from this site. This will be accomplished by providing the private developer with multiple opportunities to implement energy generation projects on a commercial, profitable basis that would allow the City to participate financially. The City wishes to create commercially viable working demonstrations of various renewable energy technologies and energy conservation techniques throughout the site for educational and job training purposes. The City hopes to reuse its historic buildings as offices, a conference center, and a visitor center with visitor amenities. The single-family house near the historic buildings can be turned into a demonstration site for energy efficient living.

The City expects its private partner to participate fully in the overall development of the AREP, including helping the City find additional sources of financing for the various components of the park. The City will be primarily responsible for the non-energy related recreational and other uses.

Below is a list of exhibits containing pertinent information for Responders.

List of Exhibits for SOI

Exhibit 1: Recent aerial photograph of the site; site inventory, conceptual layout of the Energy Park Interpretative Center and site analysis.

Exhibit 2: Topographical map of the site (including the landfills)

Exhibit 3: Summary Report of potential wood waste in the region

Exhibit 4: Landfill Closure Plan for the City of Annapolis Landfill

Exhibit 5: USGS detail for the site

Exhibit 6: Hydrologic data for the site (aquifers, data on the creek)

Exhibit 7: Information on the City of Annapolis

Exhibit 8: Miscellaneous Permits or Restrictions (Government agencies)

Exhibit 9: PJM Contact information, BG&E Contact Information, Maryland Department of the Environment ("MDE") Contact Information, Maryland Energy Administration ("MEA") Contact Information and Public Service Commission ("PSC") Contact Information

Part II – Scope of Services

In coordination with the City, the Developer will have overall responsibility for the creation, development, design, construction, operation and maintenance of the AREP. The details of those responsibilities will be defined in the lease (see Part III). Responders to the SOI should address the Scope of Services in their Expression of Interest. In general the Scope includes:

1. **Generation of a Master Plan for the Site.** The master plan will include all of the elements of the park, their layout, uses, technologies, connections, and implementation schedules. The plan will also include an outline of the approach to the educational and professional program for the park, a financial plan for implementing the master plan, a management plan for undertaking the implementation, coordination and long-term operation of all of the projects, the assignment of roles and responsibilities of all members of the development team, including the City's responsibilities. The master plan will be subject to the approval of the Mayor of Annapolis and the City Council.

2. **Implementation of Commercial Energy Projects**. Consistent with the vision for the park, the Developer is expected to generate as much energy as commercially possible using as many commercially viable alternative fuel and renewable energy projects as possible. At a minimum, it is expected that the Developer will implement three or more projects generating a minimum of 12-18 megawatts of exportable electricity. These projects are:

    a. A wood/yard waste biomass-to-energy project on the western side of the site, using cellulosic waste generated in the City, Anne Arundel County and elsewhere in the Baltimore-Washington metropolitan area. A summary report of potential wood waste in the area is attached in Exhibit 3.
    b. A solar photovoltaic array located on top of the closed landfill, using two or more different currently available technologies. The Responder should address how the design will incorporate new solar technologies as they come online.
    c. A Landfill Gas to Energy project using the collected gas at the City's closed landfill, perhaps in conjunction with the biomass facility.

    Other projects that generate electricity or other energy/fuel products are also encouraged e.g., a biofuel project using locally-generated yellow grease as fuel, geothermal serving onsite and nearby buildings and growing biomass and forestry management for harvest.

3. **Other Energy Generation Projects**. The Developer is encouraged to be creative in recognizing other energy generation opportunities, educational or demonstration possibilities, or combining projects into more self-sufficiency for the site. Such ideas could include installing small hydro equipment at the

dam to help power the visitor center, demonstrating sustainable forestry in the wooded areas to supply fuel to the biomass facility, using landfill gas as input fuel to the biomass conversion project, creative application of solar systems, creative demonstration of renewable energy applications and others. Responders are encouraged to present other opportunities for energy conservation and energy storage in order to provide more diversity and flexibility to the park's resources.

4. **Implementation of the Education Program**. The Developer is expected to assist with marshalling resources, either internally or in combination with other educational, professional or academic institutions. The program could include interpretive materials about each of the technologies being demonstrated, audio-visual and interactive displays on general energy topics, tours, classes and seminars, conferences, energy fairs, etc. The program would include the design of the physical spaces to be used, the operational requirements and the financing needed to accomplish the educational objectives. The City will assist in helping the selected Develop apply for any grants that can be identified.

   The educational program must include the use of the existing historic brick building as a resource center and the single-family house as an energy-efficient entity, demonstrating technologies such as active and passive solar design, geothermal energy (e.g., ground effect heat pumps), efficient lighting and appliances, smart controls and energy management systems, etc.

5. **Other Developer Responsibilities:**

   a. The Developer will be responsible for obtaining all of the necessary permits and approvals for the projects to be developed at the AREP. Including construction and operating permits, environmental permits for emissions, sediment and erosion control, etc. The costs for these approvals, agreements and permits will be borne by the Developer (See Exhibit 8 for current permits).

   b. The Developer will be responsible for obtaining all electrical interconnection agreements, power purchase agreements, any necessary licenses for energy generating facilities (e.g., small-hydro licensing) and any transmission agreements. The costs for these approvals, agreements and licenses will be borne by the Developer (See Exhibit 9 for PJM and BG&E, MDE, MEA and PSC contact information). The nearest substation to the facility is the Bestgate Station #7412. This station may not be suitable for the project. The Responder is responsible for identifying all interconnection needs.

   c. The Developer will provide all of the financing for the development, implementation, and operation of the energy generating projects and will assist in finding financing for all educational and demonstration projects.

d. The Developer will supply all of the labor and materials for the implementation of the projects at the AREP, including their operation and maintenance during the term of the lease.

e. The Developer will assist the City in preparing educational and public outreach materials and presentations during the planning, approval, design and construction stages of project development, including the design and maintenance of an AREP website.

f. The Developer will prepare regular reports to the City on the progress of the implementation of the master plan and all of the projects undertaken thereunder. During operations, the Developer will prepare regular reports to the City and the public on the status of operations.

g. The Developer will cooperate with but not be responsible for the non-energy (recreation/garden/education projects.

h. The Developer will from time to time cooperate with academic activities and programs associated with the project to the extent they do not interfere with the energy generation, sale, or management of the AREP.

i. The Developer will provide the City with $10,000 per month starting upon the execution of a lease arrangement. This payment will be made during the development and implementation period and will terminate as negotiated in the lease arrangement.

Part III – Commercial Relationship

The commercial relationship between the Developer and the City will be embodied in a long-term lease.

1. Parties to the Lease. The Lease will be executed by the Developer and the City. By signing the Lease, the Developer is also obligating all of the members of its development team to the same terms and conditions. The City may elect to form a single-purpose authority to enter into the Lease with the Developer.

2. Lease Term. It is anticipated that the Lease will have a 20-year term, or a term that may be needed to support the financing the Developer seeks for capital needed for the infrastructure to be implemented.

3. Terms and Conditions. The Responder shall indicate in its response any terms and requirements it needs in the Lease. The Developer with whom the City enters into the Lease shall be responsible for all environmental controls on the site but will not be liable for areas of the landfills that they do not disturb.

4. City Compensation and Method of Payment. The City is expecting to receive an initial payment from the Developer at the time of Lease execution, a series of milestone payments at the completion of important milestones (such as the completion of the master plan, commercial operation of the biomass conversion facility, etc.), as well as annual payments during the operation of the park. The annual payments can be fixed, with inflation adjustment, based on the volume of energy sales, a combination of the two, or other agreed-upon arrangement. The Developer shall include its plan for compensating the City in its Response.

5. Electricity and Energy Sales. It is expected that the Developer will sell all of the electricity it generates to direct users, the local utility and/or into the grid. In some cases, the City would entertain Responses for the purchase of AREP-generated electricity or other energy products, such as electricity to power its water treatment plant, or biofuel for its own fleet. In such cases, the Developer shall propose such sales and purchases, together with the accompanying terms and conditions.

6. Renewable Energy Credits and Emission Credits. The Developer shall indicate the disposition of any renewable energy credits and emission credits from the AREP projects. The City would entertain the sharing of the proceeds of selling such credits as part of its compensation.

Part IV – Information Gathering Process

1. Process, Schedule and Milestones

The Authority is issuing this SOI in order to receive Responses (letters of interest). Under this method, an award, if made, will be made to the Responder whose Response is most advantageous to the City, taking into consideration all the factors set forth below in Part V of this SOI.

The City may, as it deems necessary, conduct discussions with qualified Responders for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Before the submittal date for the SOI, prospective Responders will be invited to attend an optional pre-Response conference and site tour (see below), at which time they can seek clarifications and ask questions about the procurement of these services.

After the submittal of the Responses, the City will select the apparent winning Responder, issue a Notice of Intent to Award and begin to negotiate a final lease agreement with that Responder. The City also will have the option of asking for best and final Responses from those Responders deemed reasonably susceptible of being selected for award before making its final choice, i.e., those found in the competitive range.

The City hopes to have the selected Responder on board and underway with implementation by the summer of 2009. The following schedule has been formulated for this procurement to achieve that result. Prospective Responders should use the projected timetable as a working guide for planning purposes.

Task/Event	Milestone Date
Issue SOI	March 27, 2009
Pre-Response Conference and Tour	April 24, 2009
Responses Due	May 26, 2009

2. Pre-Response Conference and Site Tour

A pre-Response conference will be held on April 24, 2009 in Annapolis at the Department of Public Works beginning at 10 a.m. Annapolis time. All potential Responders are urged to attend, but a Responder not attending this meeting will not be disqualified. The conference is designed to provide additional information to all in attendance. Questions are invited and will be responded to by City staff and/or advisors. However, nothing stated or discussed during the conference shall be considered to modify, alter or change the requirements of the SOI. The requirements of the SOI may be altered, modified or changed only through the issuance of a written amendment to the SOI.

A site visit and tour of the site will be offered by the City after the pre-Response conference. The tour will start at 11:30 a.m. Annapolis time at the dam beyond the entrance to the Waterworks Park on 120 Defense Highway, Annapolis, MD 21401.

Questions will not be answered during the tour but should be submitted in writing in accordance with Section 3 below.

Responders wishing to see the site after the pre-Response conference may schedule a tour through Mr. Robert Agee, City of Annapolis, 410.263.7939.

3. Written Questions

Prospective Responders may submit written questions to the contact person listed in Section 4 below. The City will endeavor to respond in writing by the date of the pre-Response conference to requests for information submitted four (4) business days before the pre-Response conference date. After that time, and up to seven (7) business days prior to the SOI due date, the City will endeavor to respond to questions and requests for information in writing. The City, however, makes no assurance that written responses will be tendered if, in the opinion of the City, such information is evident in the SOI, or goes beyond the intended scope of this solicitation. Any written responses to questions made shall be distributed to all prospective Responders who have registered to receive such responses by returning the Notice to Responders at the front of this SOI.

4. Contact Person

Any communication, regarding this SOI must be made in writing and directed to:
Public Works Administration
145 Gorman Street, 2nd floor
Annapolis, Maryland 21401
Attn: AREP
Phone 410.263.7949 Fax 410.263.3322
energy@annapolis.gov

5. Amendment or Cancellation of this SOI

If the SOI requires amendment, written notice of the amendment will be given to those prospective Responders who have registered to receive such amendments by returning the Notice to Responders at the front of this SOI. Receipt of the amendments must be acknowledged in writing by prospective Responders to the contact person. Acknowledgements by fax and email are permitted. The Authority reserves the right to modify, amend or cancel this SOI if, in its sole discretion, it determines that it is in the best interest of the Authority to do so.

5. Submittal of Responses

All Responses are to be delivered before **12 p.m**., Annapolis local time on **May 26, 2009** to:

Public Works Administration
145 Gorman Street, 2nd floor
Annapolis, Maryland 21401
Attn: AREP

Responses must be in strict conformance with the requirements in Part VI of this SOI. Responders must submit one (1) original and four (4) copies of their Responses. Responders must include on complete copy of the Response as a PDF on a CD-Rom or USB Portable Drive. Responses shall be in a sealed, opaque envelope,

clearly labeled "RESPONSE IN RESPONSE TO THE CITY OF ANNAPOLIS SOI FOR THE DEVELOPMENT OF THE ANNAPOLIS RENEWABLE ENERGY PARK."

6. Evaluation of the Responses

a. Evaluation Committee. The City shall appoint an evaluation committee ("Evaluation Committee") to be composed of City staff, the City's consultants (GBB Inc.), and representatives from other qualified organizations.

b. Discretion in Determining Deviations and Compliance. The City reserves the right and assigns to the Mayor the right to determine which of the Responders have met the minimum qualifications of this SOI. The Mayor shall have the sole right to determine whether any deviation from the requirements of this SOI is substantive in nature, and the Mayor may reject Responses that are not reasonably susceptible of being selected for lease award. In addition, the Mayor may reject in whole or in part any or all Responses, may waive minor irregularities in Responses, may allow a Responder to correct minor irregularities and may negotiate with responsible Responders in any manner deemed necessary to serve the best interests of the City.

c. Multi-Step Competitive Negotiation. The Evaluation Committee may employ a procedure of multi-step competitive negotiations leading to the Lease. If the Mayor determines that further negotiation is in the best interest of the City, the Mayor will advise responsible Responders how such negotiations will be conducted. Upon completion of all negotiations, and upon receipt of best and final offers submitted as a result of such negotiations, the Evaluation Committee shall make a recommendation to the City regarding the award of the lease. The City will then take action upon the recommendation. Responders who's Responses are not accepted will be so notified in writing.

d. MBE Goal and Non-Discrimination Statement.

The City encourages the Responders to include minority participation, which should be clearly identified in the Response. The Responder must not discriminate on the basis of race, color or national origin in the selection or retention of subcontractors, including the procurement of materials and leases of equipment. In all solicitations either by competitive bidding or negotiations made by the Responder for work to be performed pursuant to the procurement, each potential subcontractor or supplier must be notified by the Responder of its obligations under this SOI section, and the minority policy, set forth in this section.

e. Evaluation Criteria. The Evaluation Committee will evaluate the Responses on the basis of the following factors (listed in order of importance):

I. Understanding of the City's goals for the AREP; creativity in carrying out the vision for the park; general plan for the implementation of projects.

II. Experience with projects of similar scope and complexity.

III. Potential City financial benefits.

IV. Quality of the proposed education program and demonstration projects.

PART V – CONTENT AND FORMAT OF RESPONSE

1. General Format

Response submittals must be concise, clear, readable and complete. Responses, including all supporting documents, must be typed in English and in portrait format using 8½" x 11" paper. Illustrations, tables and figures can be larger, but must fold to 8½" x 11". The City encourages the use of paper made with recycled content and copied double sided.

All Responses must be bound in a single volume. Each of the required sections must be clearly and easily separated and marked in the volume. The City, in its sole discretion, may reject any Response that does not conform in all material respects to the instructions and requirements identified in this SOI.

A non-refundable evaluation payment, payable to the City of Annapolis, in the amount of $1,000 is due with the Response. The City will use the money for covering the costs of evaluation of the responses and negotiating the Lease. Responses that do not include this check will be rejected.

2. Organization of Response

The Response shall include each of the following sections in the order listed:

a. Cover Letter

b. Contact Directory

c. Plan for Undertaking the Development of the AREP

d. Qualifications and Relevant Experience

e. Lease and Finance Response

Appendices [as needed]

As much as possible, standard marketing information, brochure material, product information, client and project lists and similar material should be placed in the appendices and referenced in the text of the Response. The substantive sections of the Response should contain only information relevant for the Evaluation Committee to evaluate the Response using the evaluation criteria listed earlier.

3. Contents of the Response

a. Cover Letter

A Responder representative empowered to enter into contracts with the City on the Responder's behalf must sign the cover letter. The letter must contain the full name of the Responder, that is, the entity proposed to enter into a lease with the City for this project; the identification of each Responder team member and a discussion of the planned role for each entity; and an affirmative statement that, subject to any conditions included in Responder's Response, the Responder is interested in participating in the procurement of the services outlined in the SOI.

The cover letter may also serve as an executive summary of the Response, highlighting the understanding of the assignment, the general approach to the development work, a summary of the projects to be included, the relationship of the revenue projects to the demonstration projects and educational program, the qualifications of the Responder team to undertake the work, and other relevant information. The cover letter shall be no more than four (4) pages, single spaced.

b. Contact Directory

For each entity in the Responder team, including the Responder, include its complete formal name, a description of its legal structure (e.g., corporation, partnership, LLC, joint venture, etc.), its headquarters address, phone number, email address, website address.

For the Responder, identify the main contact person and a secondary contact authorized to represent the Responder for purposes of this SOI, together with their positions/titles, mailing addresses, phone, mobile and fax numbers and e-mail addresses.

For each other team member, include the name of a contact person, together with his or her position/title, mailing address, phone, mobile and fax numbers and e-mail address.

c. Plan for Undertaking the Development of the AREP

In this section the Responder should present the general approach it will take to complete the scope of work outlined in this SOI, including the understanding of the City's goals and objectives, the Responder's vision for the AREP, the tasks it will undertake to develop the master plan, the commercial projects, the demonstration projects, the educational program and the public information effort. The Responder should outline its approach to all phases of the work, including planning, design, permitting, construction, operations and maintenance.

The approach should include a preliminary schedule, a general description of the technologies and vendors to be employed, the conservation measures to be showcased, the nature of the education program, the quality control measures to be used in executing the work, the plan for financing the projects, how it plans to work with the City as its partner, and the management structure it will use for fulfilling the assignment in each phase of the work.

If the Responder is seeking to modify the scope of work for this assignment, change its nature or take exceptions to the roles and responsibilities outlined, those matters should be fully explained in this section.

d. Qualifications and Relevant Experience

In this section the Responder should present its qualifications and its team's qualifications for undertaking the Developer role, including its experience as a developer in similar situations; the management of multi-technology complex projects in general; prior experience with the specific types of projects it is proposing for the AREP, including the permitting of those projects; its experience with financing renewable energy projects of similar size and scope; its knowledge of the current local energy markets, and local utility and PJM interconnection rules and regulations; its experience with power purchase contracting and power marketing; its experience with energy education programs; and its track record of developing projects on time and within budgets.

As part of its qualifications, the Responder should include an organization chart of its team's key personnel and the credentials of all key participants in the project during all phases of the work. Full resumes should be placed in an appendix, with only relevant experience for each person included in this section.

The Responder should also provide information on its financial capability to undertake its role as the Developer of AREP, including financial statements, annual reports and other documents attesting to its financial condition. The Responder should also provide information on its size, scope of activities and businesses, location of its projects, general background, technical strengths and other relevant information. Similar background information should be provided for each Responder team member.

e. Lease and Finance Response

The Responder should describe any terms, condition or requirements it needs in a lease agreement between it and the City. If desired, the Responder can include a model lease agreement that it finds acceptable.

The Responder must also outline its proposed payment plan, including an up-front payment at lease signing, milestone payments during the course of development, annual payments and escalation mechanisms during the operations of the AREP, any revenue sharing responses, and proposed disposition of any energy or emissions credits.

PART VI – GENERAL SOI TERMS AND CONDITIONS

a. Disclosure/Confidentiality: Responses to this SOI may contain technical data or other knowledge or materials that constitute proprietary information, which if publicly disclosed, would cause injury to the Responder's competitive position. To protect this data from disclosure, Responder should specifically identify the pages of the technical and cost proposal containing such information by marking the applicable pages "CONFIDENTIAL." However, the Responder understands that the City in its sole discretion may determine that disclosure of some technical and cost proposal information is under the public disclosure act, COMAR 21.06.01.02 (F), and the Responder agrees to hold the Authority* and the City harmless with respect to any such disclosure. The City will give notice to Responders of any requests for disclosure of information identified as confidential.

b. Incurred Expenses: The Responder is responsible for all costs associated with the preparation and submission of the Response to this SOI.

c. Acceptance of Terms and Conditions: By responding to the SOI the Responder is accepting the terms and conditions set forth herein, unless the Responder specifically details exceptions or deviations from the Scope, Terms or Conditions.

d. Insurance: The City and the Responder will negotiate insurance terms for the project. It is expected that vendors will carry general liability, automobile insurance, workman's compensation and to the extent required, environmental liability insurance for the life of the project.

e. Period of Validity/Binding Offers: The Response prices proposed by the Responder will be irrevocable for a period of one hundred eighty (180) days from the Closing date, or, if modified during Lease negotiations pursuant for a period of one hundred eighty (180) days from the date such modified Lease terms are proposed by the Responder.

f. Ambiguity, Conflict, or Other Errors in the SOI: The City Mayor will make the final determination in the event that there are ambiguities, conflicts or other errors in this SOI, Exhibits and Appendices herein, addenda or communications.

g. No Warranty of Information Provided: the Authority makes no warranties or guarantees with respect to the information included in this SOI, Exhibits and Appendices herein, addenda or communications. This information is provided to the Responders for general planning. Responders are encouraged to validate the information during detail design of the project.

*Notwithstanding the foregoing, the Authority shall have no confidentiality obligation with respect to Information which (a) is now in or after the date hereof has entered the public domain through no fault of the Authority, (b) was known to the Authority prior to its disclosure hereunder, (c) was obtained by the Authority from a third party who is not known by the Authority to be prohibited by from disclosing such information, or (d) is required to be disclosed by the Authority as a matter of law or regulation. In the event that such information is required to be disclosed as a matter of law or regulation, the Authority shall give reasonable notice of such requirement to the Responder prior to such disclosure.

ATTACHMENT 5

CAPITAL INVESTMENT READINESS EVALUATION

Readiness criteria that capital investment proposals should meet to obtain OMB support for proceeding to resource allocation competition (capital programming) and appropriation (capital budgeting).[1]

Departments should also provide answers to all questions with supporting details as needed for backup. If the detailed information is provided in a source document (i.e., POR), please reference that document in your response. Departments do not need to rewrite information provided in the source document.

PROJECT TITLE

SUMMARY RECOMMENDATION – LEVEL ONE: READINESS TO COMPETE[2]

OMB	Initials	Date	Proceed To Competition	Proceed with Conditions*	Keep "Under Review"
Specialist					
Manager					
Director					

*See attached.

Criteria applicable to this project: See those marked with checks in left margin.

SUMMARY RECOMMENDATION – LEVEL TWO: READINESS FOR APPROPRIATION

OMB	Initials	Date	Proceed To Appropriation	Proceed with Conditions*	Keep "Under Review"
Specialist					
Manager					
Director					

*See attached.

Criteria applicable to this project: See those marked with checks in left margin.

[1] Agencies and departments considering the initiation of a capital proposal are strongly encouraged to consult with OMB *early in the facilities planning process* regarding the readiness criteria displayed on these pages in order that unnecessary work can be avoided.

[2] For programming in CIP (but not necessarily appropriation or capital budgeting – see Level Two)

CAPITAL INVESTMENT READINESS EVALUATION

Please check the appropriate response to each question.

Proposal Meets Criterion?

1. **Complete, accurate?** ____YES ____NO
   Proposal is complete, accurate, clearly describes the results and benefits to be achieved, and is submitted on the signature of the department director.

2. **Evidence of need?** ___YES ____NO
   Proposal rests on strong, documented evidence of need.

3. **Scope[3] and capital cost estimates defined and signed?** ____YES ____NO
   Proposal is an outgrowth of work listed above and is accompanied by a Program of Requirements and capital cost estimates based on the POR.

4. **Site proposed? Environmental assessment?** ____N/A ____YES ____NO
   Proposal is accompanied, where applicable, with specific site proposals and environmental assessments.[4] Site proposals and environmental assessments will be the responsibility of the developer.

5. **CIP materials complete?** ____YES ____NO
   Proposal is accompanied by a draft PDF and other CIP-required materials (per CIP preparation manual).[5]

6. **Alternatives presented?** ____N/A ____YES ____NO
   Proposal is accompanied by sufficient description and evaluation of alternatives, including non-capital and non-governmental options where applicable, and includes a review of the sufficiency of existing capital assets as an alternative solution to meet the need.

7. **IT/Telecommunications defined and costed?** ____N/A ____YES ____NO
   POR or other supporting documents include Information Technology considerations for the facility which have been coordinated with DIST and/or relevant agency IT department. Considerations include: internal wiring and computer network needs, relationship to the Countywide area network (e.g. Fibernet), telephone service, power and backup service, space for IT infrastructure, HVAC sufficient for IT assets, effects on other County IT applications, IT applications for the program that will go into the facility, personal computers, information security.

8. **Compliance with laws?** ____YES ____NO
   The submitter asserts that the proposal would comply with all current local, State, and Federal laws and regulations. Certification is attached.

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[3] POR or agreed-upon equivalent.
[4] This criterion would apply only to certain project proposals. Applicability should be worked out with OMB.
[5] This criterion applies if proposal has been submitted as a CIP project.

CAPITAL INVESTMENT READINESS EVALUATION

9. **Compliance with Master Plans?** ____N/A ____YES ____NO
Proposal is compatible with applicable Land Use Master Plans.

10. **Compliance with Strategic Program Plan?** ____N/A ____YES ____NO
Proposal is rooted in and flows from applicable strategic program plans.

11. **Appropriate County role assumed?** ____YES ____NO
Proposal does not assume responsibility by the County for functions that are the responsibility of other governments or private organizations.

12. **Interested government parties listed, consulted?** ____N/A ____YES ____NO
Proposal reflects a list of affected governmental departments and agencies whose interests should be considered in decision-making on the proposal, and it documents their involvement and concurrence.

13. **Public input sought?** ____YES ____NO
Proposal has been offered sufficiently to the public for receipt of input by the affected community and from affected interest groups.[6]

14. **Operating Budget impact comprehensive?** ____N/A ____YES ____NO
Proposal is accompanied by six-year (minimum) projections of the availability and propriety of using other than tax-supported capital and/or operating funding.[7]

15. **All funding sources investigated?** ____YES ____NO
Proposal reflects at least a preliminary assessment of the availability and propriety of using other than tax-supported capital and/or operation funding.

16. **Implementation schedule included?** ____YES ____NO
Proposal includes a recommended implementation schedule, including significant milestones.[8]

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[6] This criterion would apply only to certain project proposals. Applicability should be worked out with OMB.
[7] OMB is working on ways to develop more complete life-cycle fiscal analyses. Until techniques are more fully developed, departments and OMB will need to work together to identify and quantify as best conditions allow what are the outyear fiscal implications of constructing, maintaining, and reinvesting in the project to maintain its usefulness over the estimated life of the project.
[8] In certain cases, the schedule on a CIP PDF may suffice; in other cases, more detail may be needed to evaluate linkages with other projects, risks of delay, etc. Degree of detail should be worked out with OMB.

FOR PRELIMINARY BUDGET PURPOSES ONLY

Cost Element	Total	Thru FY09	Est. FY10	Total 6 Years	FY11	FY12	FY13	FY14	FY15	FY16
Planning, Design, Permitting, Construction Management	1,700	0	0	1,700	750	500	250	100	50	50
Construction										
- Land Clearing (Timber)	600	0	0	600	0	200	200	200		
- Waste Relocation	3,000	0	0	3,000	0	1,000	1,000	1,000		
- Site Grading Improvements	3,000	0	0	3,000	0	1,000	1,000	1,000		
- Stormwater Improvements	4,000	0	0	4,000	0	2,500	1,000	500		
- Capping System	12,000	0	0	12,000	0	4,000	4,000	4,000		
- Landfill Gas System	1,500	0	0	1,500	0	500	500	500		
- Access Roads, Fences, etc.	750	0	0	750	0	250	250	250		
Internal Charge Back Salary	170	0	0	170	50	50	25	25	10	10
TOTAL	**26,720**	**0**	**0**	**26,720**	**800**	**10,000**	**8,225**	**7,575**	**60**	**60**

Gude Landfill Remediation – Schedule (rev.3)

(9-13-10)

Phases of Work for Remediation	Preliminary Schedule	Duration	Status
0. Survey and Limit of Waste Delineation	Aug. 2009 – Jan. 2010	6 Months	Complete
I. Nature and Extent Study	Sept. 2009 – Oct. 2010	13 Months	Near Completion
II. Remediation Alternatives Investigation and Preparation of Formal Remediation Plan	Oct. 2010 – Dec. 2010	3 Months	Future
III. Prepare Design, Permitting, and Construction Bid Documents for Selected Remediation Alternative(s). This work may be phased.	Dec. 2010 – Mar. 2011	15 Months	Future
IV. Construction of Stage I Remediation Work.	Mar. 2011 – Mar. 2012	12 Months	Future
V. Construction of Stage II Remediation Work	Mar. 2012 – Mar. 2013	12 Months	Future
VI. Construction of additional Stages of Remediation Work and Site Reuse Options.	To be determined	---	---

Note:

1. Request for Expression of Interest (REOI) process to occur in conjunction with Phases II & III. This may add 3-6 months onto the schedule.